

22 Aug '61

INTELLIGENCE PRODUCTION OFFICER

DUTIES

In addition to serving as Deputy Chief or Chief of the Division as required, the IPO is delegated the following duties:

1. Serving as the PAD Senior Intelligence Analyst (SIA) for both National and Departmental PI Projects involving:
 - a. Coordination of assignment of PAD personnel to both National and Departmental projects with PAD Branch Chiefs and Chief, NPIC/PAS.
 - b. In coordination with Deputy Chief/PAD ^{assists in} administering ^{ing} PAD _A personnel assigned to NPIC, including T&A, performance evaluation, status of projects chaired by PAD personnel, etc.
 - c. Monitoring substantive content of National projects in order to recommend approval or corrective action by Chief/PAD.
 - d. Coordinates all Departmental requests for services from NPIC with NPIC Operations Officer.
 - e. Maintains status on Departmental projects, insures their content conforms to the requester's needs, and that such projects are produced in timely fashion.
 - f. Maintaining cognizance of all CIA requirements received daily by PAD.

**SPECIFIC DUTIES OF PAD/CIA
PHOTO INTELLIGENCE OFFICERS**

The following twelve specific duties cover the activities of most PAD photo intelligence officers and should be used in completing Section B of the fitness report. They are listed in their order of importance. The supervisor should select the six most important duties the employee has performed during the rating period and will rate each duty separately.

The twelve duties are listed below in order of their importance:

- *1. Analyzes and interprets all types of photography.
2. Evaluates significance of photographic and intelligence data.
3. Writes P. I. reports concerned with (guided missiles, nuclear energy, industrial installations, electronics, CW/BW, geography, etc.)
4. Coordinates with other offices in intelligence community.
5. Provides P. I. support for DD/P operations.
6. Conducts and/or participates in oral briefings for members of the intelligence community in field of (QM, NE, Industry, Geography, etc.)
7. Evaluates maps and/or intelligence reports on the basis of photo intelligence.
8. Has and uses area knowledge of (USSR, China, etc.)
9. Conducts research and keeps abreast of current developments in field of (QM, NE, Industry, Geography, etc.)
10. Provides P. I. support for intelligence collection.
11. Maintains files of reference material in field of (QM, NE, Industry, Geography, etc.)

CIA INTERNAL USE ONLY

12. Maintains capability for operational use of P. I. equipment and keeps abreast of current developments in this field.

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- * The GS-13 acting in the capacity of Assistant Branch Chief should have the following specific duty listed as No. 1.
"Provides supervision and training to (5) junior analysts."
The Branch Chief's Number 1 specific duty should be
"Branch Chief supervising (6) photo intelligence officers, GS-09 through GS-13."